

Message Text

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ORIGIN SS-15

INFO OCT-01 EA-06 ISO-00 A-01 OPR-01 SY-04 USSS-00 NSC-05

SSO-00 NSCE-00 CCO-00 OC-01 RSC-01 /035 R

DRAFTED BY S/S-S:PRREAMS:JGB

APPROVED BY S/S: MR. MOFFAT

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S:AADAMS

A:JTHOMAS

DESIRED DISTRIBUTION

S/S, A/OPR, EA

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P 072259Z NOV 74

FM SECSTATE WASHDC

TO AMEMBASSY TOKYO PRIORITY

AMEMBASSY SEOUL PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL EXECUTIVE

-----SECRETARIAT (S/S) REQUIREMENTS

TOKYO ALSO PASS DEPASSTSEC HUNT - PREADVANCE PARTY

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS
THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC
(REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL).

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF
STEPHEN W. WORREL AND JANET G. BUECHEL WILL ARRIVE
WITH THE PARTY. AN S/S ADVANCE TEAM WILL PRECEDE
THE SECRETARY'S ARRIVAL. NAMES AND ARRIVAL TIME
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WILL BE CABLED LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL, S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE

TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. FIFTEEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CUL- LING OF TICKER ITEMS SHOULD CONFER WITH THE ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. FIFTEEN COPIES OF ENGLISH-LANGUAGE NEWSPAPERS AND FIFTEEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

4. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR LIMITED OFFICIAL USE

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BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE AVAILABLE AT ALL TIMES ON CALL. EXCELLENT SHORTHAND AND TYPING SKILLS ARE ESSENTIAL. A SCHEDULE OF SHIFTS FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE TO THE ADVANCE TEAM.

B. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK S/S, C&R AND THE SPECIAL ASSISTANTS' OFFICE. SPECIFIC SETUP FOR EACH POST SHOULD BE DIS-

CUSSED WITH PREADVANCE TEAM AND RECOMMENDATION REFERRED TO DEPARTMENT (S/S) FOR APPROVAL. SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE GIVEN TO S/S ADVANCE TEAM UPON ARRIVAL.

5. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES, ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

OFFICE ARRANGEMENTS

A. SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES, NEAR THE SECRETARY'S ACCOMMODATION IF AT ALL POSSIBLE. REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES
- THREE TYPEWRITERS AND TYPEWRITER STANDS
- OFFICE SUPPLIES AND FORMS
- COPY MACHINE (IF POSSIBLE)

B. SUPPORT OFFICES

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

1. EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES. MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES
- LIMITED OFFICIAL USE

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- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

2. SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE SENIOR STATE DEPARTMENT STAFF. EQUIP WITH FOUR DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

C. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS
ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR
A BACKUP MACHINE PROVIDED.

7. GROUND TRANSPORTATION:

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT
WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

- A. ONE VEHICLE FOR THE SPECIAL ASSISTANTS
 - B. ONE VEHICLE FOR THE S/S TEAMS
 - C. VEHICLES FOR COURIERS (SEE 4(B) ABOVE)
- INGERSOLL

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 07 NOV 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: lzenbel0
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE245925
Document Source: CORE
Document Unique ID: 00
Drafter: S:PRREAMS:JGB
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D740321-0122
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19741161/aaaabzyn.tel
Line Count: 183
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators:
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: lzenbel0
Review Comment: n/a
Review Content Flags:
Review Date: 31 JUL 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <31 JUL 2002 by kelleyw0>; APPROVED <31 MAR 2003 by lzenbel0>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT: OVERALL EXECUTIVE ----- SECRETARIAT (S/S) REQUIREMENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: TOKYO SEOUL
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005